

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 009-08

OPEN TO: All interested candidates
POSITION: Human Resources Assistant, FSN-07/09; FP-7/5
(Trainee level -7; Full Performance level -9)
OPENING DATE: May 5, 2008
CLOSING DATE: May 9, 2008
WORK HOURS: Full-time, 40 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office

NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy Office in Brazzaville is seeking an individual for the position of Human Resources Assistant in the Human Resources Section.

BASIC FUNCTION OF POSITION

Responsible for the recruitment process. Advertises positions, participates in interviewing job applicants and prepares documentation required to hire selected candidates. Prepares time and attendance reports and performs other human resources tasks.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education:

High School Diploma required. Completion of at least two years of university studies in liberal arts or business administration or related field is required.

2. Prior work experience:

A minimum of three years of progressively responsible administrative experience is required.

3. Language requirements

Level 4 (Fluent) Speaking/Writing/Reading English ability is required (This will be tested).

4. Knowledge

Must have a good working knowledge of general office operations.

5. Skills and abilities

Skills in Microsoft Office Package (Word, and Excel). Demonstrated abilities and capabilities in tact, courtesy, discretion, and adaptability.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, and budget status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

5. Successful candidate must be able to obtain the required security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612) or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NB: WITH APPLICATION SUBMIT A ONE PAGE ESSAY (APPROX. 700 WORDS) IN ENGLISH ON THE TOPIC: *HOW DID THE CONCEPT OF HUMAN RESOURCES DEVELOP* (ORIGINALITY RESPONSES REQUESTED)

SUBMIT APPLICATION TO

Management Officer. American Embassy,
Avenue Léon Jacob, Mpila, B.P. 1015, Brazzaville. Tel: 81-14-81.

E-mail: BrazzaHRO@state.gov

CLOSING DATE FOR THIS POSITION: MAY 9 2008

The US Mission in Brazzaville provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.